
SAMPLE FORMAT

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HUD'S NOTICE TO MORTGAGEE OF ITS DECISION TO
APPROVE OCCUPIED CONVEYANCE

Mortgage Company
City and Street
City, State, Zip Code

SUBJECT: Occupant Name
Street Address, Apt. No.
Town or City, State Zip Code
HUD/FHA Case No.

This is to advise you that we have received a request for occupied conveyance from the above-named occupant and that we have approved this request. Therefore, you may convey this property to HUD with name of occupant in occupancy.

Sincerely,

Signature
Title